

NOTICE!!!!
MUNIS 2002 MAINTENANCE RELEASE 3
PLEASE REVIEW IMMEDIATELY
December 21, 2002

The necessary programs and scripts to install MUNIS 2002 Maintenance Release 3 reside on each district's system.

This update must be installed to make the programs available to MUNIS users.

Note: *You must have installed MR1 and MR2 prior to installing this release. The script to install this update will NOT complete if you have not applied the other MUNIS 2002 maintenance releases to your system. When you receive the "ALERT uninstalled maintenance release(s)" message when logging into MUNIS, the update is present and ready to apply to your system.*

IF YOU DO NOT RECEIVE THE "ALERT" MESSAGE WHEN LOGGING INTO MUNIS, THE UPDATE IS NOT READY TO APPLY TO YOUR SYSTEM.

Installing the MUNIS 2002 mr03 Release

Before installing the MUNIS 2002 mr03 Release, ensure there are no users running MUNIS.

- To run the installation script:

```
Login as root on your PC, NOT the RS6000 Server
Type at the "$"
export TERM=vt100
cd /fms      (enter 1 space between cd and /fms)
ksh 2002mr3
```

This release provides program fixes and notice of need for district modifications including:

2003 Social Security Max

The Social Security Administration has announced the maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to \$87,000 from \$84,900 in 2002.

Program: Deduction Code Updates for (Calendar Year) 2003 Social Security Max (prdedmst)

Issue: The Social Security Administration has announced the maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to **\$87,000** from \$84,900 in 2002.

Action: The deduction master record for employee and employer tax limit must be increased in the Auxiliary Programs. KY School Districts must INCREASE the Employer and Employee Limit on the deduction master record due to the increase of the Federal Government. From MUNIS:

B) PAYROLL & PERSONNEL

A) Auxiliary Programs

M) Deduction/Benefit Masters

The Deduction Code screen is displayed.

1. Select **FIND** from the Ring Menu.
2. Enter the deduction code **1000|1001** (The pipe symbol (|) is accessed by pressing the shift and \ key) because of the need to update both FICA deduction codes and press **ESC**.
3. Update the Employee Amt/Pct and the Employer Amt/Pct fields to the new \$5,394.00 limit amount. ($\$87,000 * 6.2\%$)
4. Press **ESC** to update the Deduction Master.

Program: 2003 Federal & State Tax Tables

Issue: New 2003 Federal (Annual basis) & State Tax tables will be installed.

Action: No action necessary. MUNIS programs use the 2003 tables for 2003 payrolls. Existing 2002 payrolls with a 2002 check date will continue to use the 2002 tables.

NOTE:

If your district does NOT use Annual Tax Tables, enter the appropriate 2003 tax tables prior to starting your first 2003 payroll.

REMINDERS:

All school districts should verify that a PIN/PASSWORD has been requested from the Kentucky Revenue Cabinet in order to file the Annual Wage and Tax Information. The Kentucky Revenue Cabinet posted "**Specifications for Electronic Submission of Annual Wage and Tax Information via Magnetic Media**" on its web site at <http://revenue.state.ky.us/pdf/MagMedia2002.pdf>.

Refer to the MUNIS Web Site at <http://www.munis.com/> for updated documentation concerning this release.

If you have any problems with this update, please call the MUNIS Help Desk at **1-800-722-4908**.